BY ORDER OF THE COMMANDER
341ST SPACE WING

341ST SPACE WING INSTRUCTION 36-2803

1 AUGUST 2000

Personnel

MALMSTROM AFB INFORMATION
MANAGEMENT AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
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This instruction implements AFPD 36-28, *Awards and Decorations*, by providing guidance for the Information Management (IM) Annual and Quarterly Awards program for Malmstrom Air Force Base (MAFB). It establishes and defines the responsibilities, eligibility, nomination, selection and award recognition procedures. It applies to all active duty Air Force personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to Malmstrom AFB. This program is designed to recognize outstanding professional performance by Department of the Air Force enlisted information managers during each calendar year and each calendar quarter within that year.

1. Responsibilities.

1.1. The Commander, 341st Communications Squadron (341 CS/CC), will approve all selections of the Information Management Apprentice, Journeyman and Craftsman/Superintendent of the Quarter and Year.

1.2. The wing staff agencies, groups, squadrons, and associate units will:

1.2.1. Reproduce nomination packages in five copies, plus the original.

1.2.2. Deliver nomination packages to the IM Plans and Programs Office (341CS/SCBX) no later than close of business on the fifth duty day of the month following the award period. Nomination packages received after the suspense date will not be accepted unless approved by 341 CS/SCBX or designated representative.

1.2.3. Provide a representative to serve on the Information Management Awards Board (IMAB). See para **4.1.1.** for specifics.

1.3. The Base Information Management Functional Manager (BIMFM) will:

1.3.1. Provide oversight and management of the IM recognition process.

1.3.2. Contact the wing and groups to request representatives for the IMAB.

1.3.3. Schedule the IMAB.

1.3.4. Conduct a board member briefing prior to package scoring and outline the requirements for fairness, equality, and consistency when evaluating all nominees.

1.3.5. Provide available board feedback to nominees' units.

1.4. The 341st Communications Squadron Information Management Plans and Programs Office (341 CS/SCBX) will:

1.4.1. Ensure base agencies are informed of all aspects of the awards program including suspense dates.

1.4.2. Receive all nomination packages from the groups/squadrons/associate units for board competition.

1.4.3. Provide support and assistance to the BIMFM, as needed.

1.4.4. Organize nominations for board review.

1.4.5. Ensure applicable awards are available for the award winners prior to the awards ceremony.

1.5. Group/Squadron Commanders will ensure all nomination packages are in accordance with this instruction.

1.6. Board members will be fair, impartial, equitable, and consistent in their reviews and evaluations of each package. They will also take notes and/or make comments on the score sheets.

2. Eligibility. All enlisted 3A0X1 personnel assigned or attached to MAFB are eligible to compete for quarterly and annual honors. Annual nominees must have at least 6 months time on station to be eligible for the annual program. Nominees are submitted in a category based on the grade of the individual on the last day of each respective quarter or year.

3. Nomination. To encourage maximum participation, all eligible 3A0X1s may be nominated in one of the following categories (i.e. units may have multiple submissions in any category):

3.1. Apprentice. Airman Basic, Airman, Airman First Class, Senior Airman without Airman Leadership School.

3.2. Journeyman. Senior Airman with Airman Leadership School and Staff Sergeant.

3.3. Craftsman/Superintendent. Technical Sergeant, Master Sergeant and Senior Master Sergeant.

3.4. Submit nominations to arrive at 341 CS/SCBX NLT the 5th duty day of the month following the award period.

3.5. Nomination Packages:

3.5.1. Squadrons and wing agencies are responsible for informing their respective group commander of the nomination(s).

3.5.2. Avoid unnecessary, ineffective, flowery language. Use clear, direct, fact-filled, and results-oriented bullets. Use active voice.

3.5.3. Be specific when giving the timeframe of the accomplishment and do not include accomplishments which occurred wholly outside the nomination period.

3.5.4. Complete quarterly nomination packages on plain bond paper. See **Attachment 1**.

3.5.5. Complete annual award nomination packages on plain bond paper. See Attachment 2.

NOTE: Malmstrom AFB IM awards are completely independent of the annual Air Force Communications and Information (C&I) Professional awards accomplished on the AF Form 1206. Malmstrom AFB IM awards include the "whole-person" concept, whereas C&I awards allow only job related accomplishments, and do not allow such items as: schooling, volunteer activities, or PME. In addition, C & I awards are grouped by MAJCOM, which would eliminate the RED HORSE Horse Squadron information managers from the annual competition, hence the reason for a "Malmstrom" award.

3.6. Nomination Cover Letter. See Attachment 3.

3.6.1. Submit a nomination cover letter signed in accordance with group procedures for all award packages. If no specific group procedures are established, the nomination cover letter must be signed by, as a minimum, the squadron commander or designated representative.

3.6.2. Each package must have its own nomination cover letter. The purpose of the cover letter is formalize the nomination and to provide information for the awards ceremony script. The letter has no score value.

3.7. Ineligibility. The following personnel are not eligible for nomination of quarterly/annual IM awards:

3.7.1. Individuals failing to progress satisfactorily within their Air Force specialty.

3.7.2. Individuals who received prior recognition as a quarterly/annual IM award winner are ineligible to compete for "back-to-back" quarterly/annual IM awards in the same category.

4. Selection Board.

4.1. The IMAB will be a centralized board. It will consist of a five-member military panel in the grades of Master Sergeant through Captain, in any AFSC, with one representative from each of the following organizations:

4.1.1. 341st Space Wing, 341st Operations Group, 341st Logistics Group, 341st Support Group, and 819th RED HORSE Squadron.

4.2. Board members will impartially rate individuals using the written nominations to numerically score individuals based on the criteria provided.

5. Award Recognition. Award presentations will be made at quarterly information management meetings or the annual information management conference. Invitations are sent to each commander, first sergeant, and information manager, in addition to an open invitation posted to Distribution F. Each quarterly winner will receive an engraved plaque, a 24-hour pass, and newspaper recognition. Each annual winner will receive an engraved plaque, a 48-hour pass, and newspaper recognition.

THOMAS F. DEPPE,   Colonel, USAF
Commander

ATTACHMENT 1

QUARTERLY INFORMATION MANAGEMENT AWARDS NOMINATION

A1.1. Use plain bond paper (8.5" x 11"). Top, left and right margins: .75"; Font: Times New Roman, 11 points.

A1.2. Do not cut the paper down to size. Turn in the full sheet, adhering to the number of lines allowed for each heading.

Quarterly Information Management Awards Nomination Package.
INFORMATION MANAGEMENT (CATEGORY) OF THE QUARTER, 1ST QTR 2000
Rank and Name
Unit
<space>
<space>
DUTY/MISSION ACCOMPLISHMENTS FOR THIS AWARD PERIOD (0-30 points)
1. Include bullet statements identifying nominee's accomplishments. Address accomplishments
2. strongly and specifically. Show how each contributed to mission effectiveness
3.
4.
5. Do not type these numbers. Begin each bullet with a single dash (-) and sub-bullets with a
6. double dash (--).
7.
8.
9.
10.
11.
12.
13.
14.
15. Maximum of 15 lines under this heading.
OTHER ACCOMPLISHMENTS (0-5 points)
1. Include such areas as leadership, innovative and creative ideas, on- and off-base community
2. involvement, self-improvement efforts, recognition received, PME achievements, etc.
3.
4.
5. Maximum of 5 lines under this heading.

<div align="center">

ANNUAL INFORMATION MANAGEMENT AWARDS NOMINATION
</div>

Use plain bond paper (8.5" x 11"). Top, bottom, left, and right margins: .75". Font: Times New Roman, 11 points.
There is no limit on the number of lines used for each heading. Limit justification to one page.

<div align="center">

Annual Information Management Awards Nomination Package.
</div>

INFORMATION MANAGEMENT (CATEGORY) OF THE YEAR, CY 2000
Rank and Name
Unit
<space>
<space>
DUTY/MISSION ACCOMPLISHMENTS FOR THIS AWARD PERIOD (0-50 points)
Include bullet statements identifying nominee's accomplishments. Address accomplishments strongly and specifically. Show how each contributed to mission effectiveness.

OTHER ACCOMPLISHMENTS (1-10 points)
Include such areas as leadership, innovative and creative ideas, on- and off-base community involvement, self-improvement efforts, recognition received, PME achievements, etc.

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NOMINATION COVER LETTER

Sample Nomination Cover Letter.
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MEMORANDUM FOR 341 CS/SCBX

FROM: (Unit/CC)

SUBJECT: Information Management (Apprentice) (Journeyman) (Craftsman/Superintendent) of the (Quarter/Year)

1. I am proud to nominate (rank) (full name) for Information Management (category) of the (Quarter) or (Year).

2. The following additional information is provided:

a. Unit/Office Symbol:

b. Date Entered the Air Force:

c. Date Arrived Station:

d. Date Attended Airman Leadership School:

e: Hometown:

f. Short Description of Member's Proudest Achievement During Award Period (one or two sentences.)

XXXXX X. XXXXXXXXX, Rank, USAF
Commander (or designated representative)

Attachment
IM Award Nomination